

It is August,

which means school is back in session! Hopefully councils have already had their first meeting and most members have been trained. The most important thing to remember regarding school-based decision making is that student achievement and success are the driving forces of the councils.

SBDM Training Guidance

It is time for annual SBDM training data to be entered. All school council verifications should be entered into the web application database by Nov. 1. The link to submit verification data can be found [here](#).

As a reminder, the following information will be needed for the database:

- Name of school
- Council membership structure (single, six-member, eight-member)
- Members' complete first and last names
- Members' roles (administrator, parent, teacher or other)
- Members' experience (new or experienced)

- Minority representation, if applicable
- EILA number and the date of the training
- Trainer's name and name of the session

If a council member is new or has not served for several years, he must take the six-hour course "Introduction to SBDM." If a school council member participated in KET's experienced member online training, list the trainer's name as "KET Online." If the school is listed as a Priority School and has an advisory council, please complete the first five bullets. There will not be an EILA number, trainer's name or name of training. Please leave those blank.

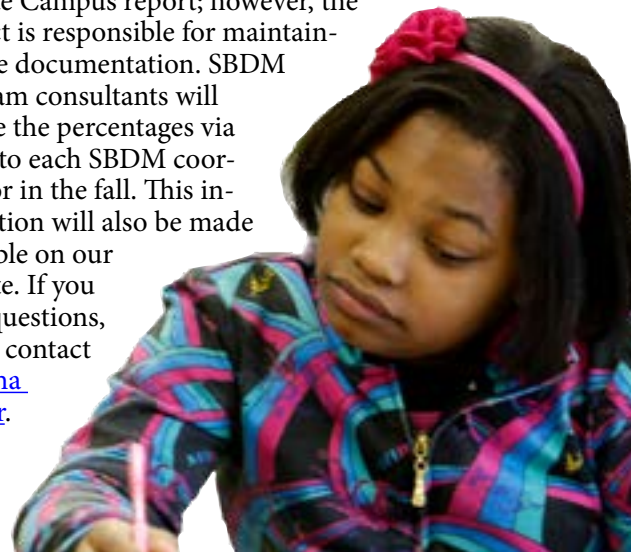
If you do not have access to the SBDM training database, please email [Windy Newton](#).

KET Online Training

If you have some members who have still not been trained, KET offers online courses that the member can take at their own convenience. The courses offered are Introduction to SBDM, Formative Assessment, Program Review, Education in Kentucky, and Exploring School Data. Click [here](#) for more information about the courses and how to register.

Minority Data Information

Any school that has 8 percent or greater minority membership in its student population as determined by the preceding Oct. 1 enrollment data is required to have minority membership on its school council (KRS 160.245[2][b][2]). If your school requires the addition of a minority parent and teacher member, the principal must work with parent and teacher organizations to select minority parent and teacher representatives. Combined minority population is determined by the annual reporting of attendance and ethnicity to the Kentucky Department of Education (Superintendent's Annual Attendance Report). A district may opt to use internal data of enrollment from the previous Oct. 1 Infinite Campus report; however, the district is responsible for maintaining the documentation. SBDM program consultants will release the percentages via email to each SBDM coordinator in the fall. This information will also be made available on our website. If you have questions, please contact [Natasha Napier](#).



Webinar for New Coordinators and Trainers Recorded

If you are a new coordinator or trainer this year and missed our webinar on Aug. 2, please email [Ashlie Cox](#) and she will send the recording to you. This webinar walked through the SBDM statute and provided more information related to how SBDM councils can be effectively implemented.

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